

OFFICE OF THE ADJUTANT GENERAL  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6111

**POSITION VACANCY ANNOUNCEMENT #05-125 OPENING DATE: 20 September 2005 CLOSING DATE: 19 October 2005**

**FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY**

**BRANCH OF SERVICE:**   X   ARMY NATIONAL GUARD        AIR NATIONAL GUARD

**POSITION TITLE:** PARALEGAL NCO/27D30 **HIGHEST GRADE AUTHORIZED** SSG/E6

**ORGANIZATION AND LOCATION:** HHC Aviation Brigade, Edgewood Area-Aberdeen Proving Ground, MD 21010-5401

**SALARY:** Full Military Pay and Allowances, depending on rank and longevity of selectee.

**WHO MAY APPLY: OPEN TO CURRENT AGR AND TRADITIONAL MEMBERS OF THE MARYLAND ARMY NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP**

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> <li>1. Must meet physical standards of AR 600-9 and AR 135-18, Table 2-1.</li> <li>2. Must be on-board member of the Maryland Army National Guard.</li> <li>3. Must not be under current suspension of favorable personnel actions.</li> <li>4. Applicants must not be entitled to receive Federal military retired or retainer pay.</li> <li>5. Must be able to serve at least five good years in active status prior to mandatory removal.</li> <li>6. Personnel applying for an (initial tour) with thirteen (13) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour.</li> <li>7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.</li> <li>8. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must meet entry requirements of AR 135-18.</li> <li>2. Must be medically qualified under AR 40-501, Chap 2 and 4 or 5, as applicable within 18 months prior to initial entry. Selectee must be medically certified as drug free, be tested for HIV within 6 months of initial entry and not be pregnant. Female soldiers will be required to undergo a pregnancy test 30 days prior to initial entry.</li> <li>3. Enlisted soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(G)2a. SSG not MOSQ'd may apply, (unless job stipulates otherwise), but must take reduction to SGT and submit letter with application stating they are willing to take a grade reduction to SGT.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must meet requirements of AR 135 - 18 and NGR 600-5.</li> <li>2. ARNG/ARNGUS soldiers must possess MOS/AOC of the AGR duty position or be able to qualify in that MOS/AOC within 12 months of assignment.</li> <li>3. Failure to qualify in AGR duty position MOS/AOC within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5.</li> <li>4. Must be within grade requirements of MTOE/TDA position and NGB staffing guide.</li> </ol>
<b>PARA 102</b>	<b>LIN 03</b>	<b>SEQ # 2540 123380</b>
		<b>WV6ZAA 560</b>

**DESCRIPTION OF DUTIES:** Provides typing and clerical support with special expertise in the legal area for unit of assignment. Must be able to type military and non-military correspondence, messages, orders, reports, regulations, forms, requisitions, directives, SOPs, various legal documents and related material. Material is typed in draft and final copy using written notes, drafts, verbal instructions or other sources to provide copy. Prepares copy in proper format and in compliance with appropriate regulations, directives, policies, instructions, etc. Employs basic principles of grammar, composition and accepted legal requirements and standards. Proof reads finished or drafted material and corrects as necessary. Assembles final product for review, signature, authentication or other specified disposition.  
PERFORMS OTHER DUTIES AS ASSIGNED.

**QUALIFICATIONS REQUIRED:** **MOS: 27D30.** Applicant must have a valid state drivers license and High School Diploma or GED. Must be able to operate military equipment and vehicles organic to unit of assignment. A minimum score of 107 in aptitude area CL. Applicants must possess potential to perform required duties and become MOS qualified within 12 months. Mandatory formal training is required.

#### SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. **Existing MDARNG STAP promotion policies apply. Undergrade personnel who are selected must first become MOS qualified and be placed on STAP List prior to promotion.**
3. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
4. You must have at least 3 years remaining on current enlistment on the first day of the initial tour. Applicants must re-enlist or extend in order to meet this requirement.
5. Initial Tour AGR soldiers who do not become qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
6. All AGR soldiers will sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.
7. **Bonus recipients, if selected, may be required to repay a pro-rated portion of their bonus payments.**

#### APPLICATION PROCEDURES / REQUIRED DOCUMENTS

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. NGB Form 34-1, signed, dated and annotated job number
2. Physical date on PQR must be within 5 years. Selected individual may be required to undergo a Chapter 3 retention physical.
3. Signed certified copy of DA Form 2-1 and PQR from Personnel Service Branch.
4. Five latest NCOER's for on board AGR applicants, and as available for junior soldier/NCO applicants
5. Letter of recommendation / performance evaluation on individuals not requiring an NCOER.
6. Personal photograph in Class A uniform (E5 and below), DA photo in Class A uniform (E6 and above, within 5 years from date obtained).
7. All soldiers must meet current HT/WT Standards IAW AR 40-501. or provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females).
8. Copy of latest APFT (DA Form 705), not more than 6 months old for current AGR members and 12 months for traditional members.
9. **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
  - a. NGB Form 23A (RPAS Retirement Points from SIDPERS)
  - b. DD Form 214's
10. Forward application and attachments to: *Office of The Adjutant General*  
*ATTN: MDARNG-HRO-AGR*  
*SFC Duncan*  
*Fifth Regiment Armory*  
*Baltimore, MD 21201-2288*
11. Application screening will be made without regard to race, religion, color, gender, or national origin.
12. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
13. Selection criteria is based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
14. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-100 for Officer, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

**NOTE: Include the Job Number and Job Title on your application. Applications must arrive at HRO by COB of closing date. BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED**